

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of Chief of all fire department operations. The Fire Chief is responsible for the administration and coordination of all fire department activities, and for the supervision of all subordinate personnel. The employee of this class directs emergency scene operations, performs public relations duties, oversees the management of departmental equipment and supplies, provides for training, and directs a program of fire prevention and investigation. The incumbent of this class works with a high degree of independence, and reports to and has work reviewed by the Mayor.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Develops management policies, and determines goals and objectives for the department. Organizes the department and personnel in a manner that most efficiently provides the required services to the public while minimizing expense. Reviews incoming communications, making assignments and routing work to the appropriate persons or locations.

Collects and maintains data from the department records, legislative and legal data, or data from other recognized authorities, to be used in making management decisions. Reviews department structure and operations in light of information gathered during research and decides if new programs or policies are needed. Monitors local conditions which may create situations the department may be called upon to handle.

Assists in the development of a comprehensive personnel plan providing for employee compensation and benefits. Evaluates the work performance of employees, and uses the information developed in evaluations to make employment decisions or recommendations. Provides for employee growth and career development. Interviews prospective employees and makes recommendations for hiring. Establishes and maintains a system of line personnel inspections, and develops a report review system to be used in the inspection process to exercise control and analyze the quality of the fire service. Establishes an internal affairs review process to investigate violations of the departmental code of conduct.

Prepares and develops a departmental operating budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget.

Supervises the preparation and maintenance of the records and reports of the department by reviewing records completed by subordinates, and by periodically inspecting systems and facilities for keeping the records. Personally completes any forms or records required of the chief administrative officer.

Serves as official department representative at any required meetings. Works with boards and agencies whose rules and operations affect the careers of fire department personnel or the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services.

Outlines responsibilities and delegates assignments to subordinates for the effective operation of the department. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Holds formal meetings with subordinates for the purpose of receiving reports, disseminating information, or discussing work problems. Provides for employee safety, and controls accident hazards through inspections and training. Handles employee complaints and grievances, investigating situations surrounding complaints, and taking appropriate actions. Maintains discipline among department personnel.

Evaluates training needs, establishes a training program for the department, and maintains the program by seeing that it is properly staffed and supplied with training resources. Provides on-the-job training for department members. Provides for outside instruction to meet any training needs not available in the department training program. Serves as an instructor for formal classroom training provided as a part of the department's training program.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property.

Directs and controls fireground operations, making decisions on strategy and task assignments. Directs and monitors personnel responsible for various aspects of the operation, including assuring that objectives of the emergency management plan are met. Directs fire department equipment and personnel when called upon to assist with special tactical situations. Develops and maintains a system to provide for organized, rapid care to persons suffering from injury or illness. Establishes and implements effective fireground communications.

Directs a program of fire inspections that enforces all applicable federal, state, and local laws and regulations. Directs a program

of pre-fire planning in order to provide fire fighting services to the community in the most efficient manner possible. Directs a program of fire investigation to determine causes of fires or whether fires were the result of arson.

Performs any fire related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

#### **MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS**

##### **EITHER**

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

##### **OR**

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least nine (9) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.